



**City of Sunnyvale
Department of Library & Community Services
Community Services Division
INFORMATIONAL BULLETIN**



Posting Printed Material at Recreation Buildings

The display and distribution of printed material at recreation buildings and facilities are limited to those programs and events that are sponsored by the City of Sunnyvale and must be pre-approved by the marketing coordinator or supervisor. The Community Services Division may also establish a space for the posting of non-City materials but is not obligated or required to do so.

Members of the public who would like to post printed material may contact the Sunnyvale Library at (408) 730-7300 (665 W. Olive Avenue, Sunnyvale CA 94086). The Library has a designated community information area where non-profit organizations may post information about events and resources.

Space available for the display and distribution of printed material at recreation buildings and facilities is limited; therefore, priority will be given in the following order.

1. Programs, events and classes offered by the Department of Library and Community Services.
2. Programs, events and classes offered by organizations that have agreements with the Department of Library Community Services.
3. Programs, events and classes offered by other City of Sunnyvale departments.
4. Programs, events and classes offered by organizations that are sponsored by other City of Sunnyvale departments.
5. Information that Community Services Division staff provides as a resource to participants in programs and/or to the public.

In addition, printed material produced by an organization that has a service agreement or community partnership agreement must be pre-approved by the staff liaison to that organization and:

1. List a valid phone number where interested individuals may call for more information.
2. Conform to the publicity checklist established by the Community Services Division (copies of this may be obtained from the marketing coordinator).
3. Display the City logo (if sponsored by the City).
4. Be approved by the Community Services Division marketing coordinator or supervisor.

For additional information, call the Community Services Division at (408) 730-7350.